

INVITATION TO BID No.

ALEX 21001

Trailer/Mobile Classroom

ISSUING AGENCY:

Central Louisiana Technical Community College
516 Murray Street
Alexandria, LA 71301
Attention: Amanda Deshotel

CHIEF PROCUREMENT OFFICER:	Amanda Deshotel Email: amandadeshotel@cltcc.edu Office: (318) 487-5443 extension 6106	

ITB RELEASE DATE:	February 2, 2021	
MAIL BIDS TO:	CLTCC Attention: Amanda Deshotel 516 Murray Street Alexandria, LA 71301 amandadeshotel@cltcc.edu	

DEADLINE FOR BID:

3:00 PM, Tuesday, February 23, 2021

BID OPENING DATE:

Wednesday, February 24, 2021

BID OPENING TIME:

10:00 AM Central Time

BID OPENING LOCATION:

Central Louisiana Technical Community College
516 Murray Street
Alexandria, LA 71301

UNSIGNED OR LATE PROPOSALS WILL BE REJECTED

DEFINITIONS & INSTRUCTIONS TO BIDDERS

PURPOSE

This Invitation to Bid (ITB) sets forth the requirements and specifications of Central Louisiana Technical Community College. The contents of this ITB and the Bidder/Vendor/Contractor's bid response shall become contractual obligations if a contract ensues. The bid and any resulting contract shall be governed under the laws of the State of Louisiana.

Issuance of this Invitation to Bid does not ensure that CLTCC will make an award.

GOVERNING BID REGULATIONS

All bids shall be subject to the Louisiana Purchasing Rules and Regulations, and Louisiana Revised Statutes 39:1551-1738. In accordance with L.S.A.-R.S. 39:1594 purchases where the estimated cost is greater than \$25,000 all solicitations must be advertised on the State Purchasing website, <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>

BID RESPONSE FORM

All bids shall include the bid response forms provided in the ITB. The bid response form for signature must be properly signed in ink by an officer of the bidding entity authorized to sign the bid. Bid prices MUST be either typewritten or printed in ink (no pencil). Any alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid. The F.O.B. point shall be the College unless specified otherwise in the solicitation.

CORRECTION OF MISTAKES

Any erasure, strike – through, correction or other change(s) in the bid MUST be initialed by the Bidder. Failure to do so may result in rejection of the bid without further consideration.

NUMBER OF COPIES

THE ENTIRE ITB SHALL NOT BE REQUIRED TO BE RETURNED WITH THE BID RESPONSE. Bidders must submit one (1) originally signed bid response form with any required information. The Bidder shall be responsible for duplicating and retaining any bid forms and responses for personal record.

REJECTION OF BIDS

The College reserves the right to reject any and all bids, and to waive any informality. The right is reserved to award contracts separately, grouped, or an all-or-none basis. Incomplete, illegible, partial or informal bids shall be rejected.

SEALED BID

The entire bid shall be sealed. All bids must be submitted in a sealed bid envelope with the bid number and opening date listed on the envelope. The name and address of the Bidder MUST appear on the outside of the bid envelope. In the event the bid contains bulky subject material, the special bid envelope or other form identifying the solicitation should be firmly affixed to the mailing envelope or container.

BIDS BINDING

All formal bids shall be binding for a minimum of ninety (90) calendar days and shall not be withdrawn after the specified return date.

BID CONFIDENTIALITY

In accordance with the provisions of L.S.A-R.S. 44:1 all proposals shall become a matter of public record. Any information considered confidential shall not be included in the proposal response. Except as otherwise permitted under the contract, the College will use at least the same standard of care to maintain the confidentiality of the Proposer's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information.

BID DUE DATE

Bidders shall be responsible for the timely delivery of the bid by the ITB return deadline. Bids received after the specified time and date will not be considered, whether delayed in the mail or for any other causes whatsoever.

Bid response may be withdrawn by the Bidder upon written or fax request **PRIOR TO** the designated time for return of bids. Withdrawal notification must be by signature and received by the CLTCC Purchasing Department prior to the designated deadline for return of bids.

DELIVERY OF BIDS

Each bid response shall be time recorded by Purchasing Department personnel upon its delivery. The Bidder, or the Bidder's agent, may hand deliver the bid to the CLTCC Purchasing Department, or the Bidder may cause the bid to be delivered by an express carrier. Responsibility for ensuring that a receipt of delivery for their proposal remains with the bidder. The Bidder may elect to mail the bid by registered or certified mail return receipt requested.

The address for delivery of bids is: Central Louisiana Technical Community College
516 Murray Street
Alexandria, LA 71301
Attention: Amanda Deshotel

BIDDER INQUIRIES

No negotiations, decisions or actions shall be executed by any Bidder as a result of any oral discussion with any state employee. Only those transactions which are in writing, signed by the Chief Procurement Officer in addendum form, shall be considered as valid. **Telephone inquiries are not allowed.** Inquiries concerning the administrative requirements of the ITB shall be submitted in writing and may be faxed to the Purchasing Department at 318-487-5977. Bidders may submit inquiries via email to the Chief Procurement Officer at: amandadeshotel@cltcc.edu. Bidders shall not construe any verbal conversations as binding.

Inquiries concerning the performance requirements of the ITB shall be submitted in writing and may be faxed to the Chief Procurement Officer. Bidders may submit inquiries via email to the Chief Procurement Officer at: amandadeshotel@cltcc.edu. Bidders shall not construe any verbal conversations as binding.

Inquiries shall be received no later than the time and date designated herein. Answers to inquiries that change or substantially clarify the ITB shall be issued in the form of addendum to all known to have received a complete set of documents, or to all in attendance at the mandatory pre-bid meeting if inquiries are after that date.

AVAILABILITY OF FUNDS

Contract award shall be contingent upon the availability of funds to fulfill the requirements of the solicitation. The College shall not be responsible for any costs incurred by any Bidder in the preparation of any bid response.

BID COST INCURRED

This solicitation does not commit the College to award a contract and the College shall not be responsible for any costs incurred by any Bidder in the preparation of any bid.

QUALIFICATION OF BIDDER

The College reserves the right to make inquiries and investigations as it deems necessary to determine the responsibility of any Bidder to perform the services to bid. The Bidder shall provide all information and data for this purpose as the College may request. The unreasonable failure of any Bidder to promptly supply information in connection with an inquiry may be grounds for non-responsibility.

SPECIFICATIONS

Whenever specifications indicate a specific brand, make or manufacturer, such specifications are used to denote the quality standard of product desired and DO NOT restrict the Bidder to the specific brand, make or manufacturer named. They are used only to set forth and convey to the Bidder, the general style, type, character and quality of product desired. Equivalent products shall be acceptable if requested by the Bidder no later than the bid inquiry deadline and written approval has been granted for the alternative(s) from the Chief Procurement Officer prior to bid opening.

TAXES

The Bidder shall include in the bid price all federal, state and local taxes of all kinds applicable to the performance of the contract. The College is currently exempt from State Sales and Use Tax and from city, parish and state sales and use taxes.

BID AWARD

The contract, if an award is made, will be awarded with reasonable promptness by written notice to the lowest responsible and responsive Bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid.

The lowest responsible and responsive Bidder will be determined by the BID PRICE TOTAL and any additives selected by the College at time of bid award. The Bidder should be relatively competitive in relation to other Bidder prices for Additional Clean-up, Additional Stripping and Waxing service, etc.

Bids may be awarded by individual campuses and not as one award. Chancellor of CLTCC or designee will determine how awards will be handled.

Combined Recommended Language for Invitations to Bid (ITB)
Veteran-Owned and Service-Connected Disabled Veteran-Owned (Veteran Initiative) and
Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Program

This procurement has been designated as suitable for Louisiana certified small entrepreneurship participation.

The State of Louisiana Veteran and Hudson Initiatives small entrepreneurship programs are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at https://smallbiz.louisianaforward.com/index_2.asp.

Bidders that are not eligible for certification are encouraged to use Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship where sub-contracting opportunities exist. To be responsive to this solicitation, the bidder shall be either a Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship or have put forth a good-faith effort to use certified Veteran-Owned or Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship as sub-contractors(s). By signing and submitting this bid, the bidder certifies compliance with this requirement.

For a good faith effort, written notification is the preferred method to inform Louisiana certified Veteran Initiative and Hudson Initiative small entrepreneurship of potential subcontracting opportunities. A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at https://smallbiz.louisianaforward.com/index_2.asp. Additionally, a current list of Hudson Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and Contract (LaPAC) Network, may be accessed from <http://wwwprd.doa.louisiana.gov/osp/lapac/Vendor/srchven.asp>. You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "SMALL".

Copies of notification to at least three (or more) certified Veteran Initiative and Hudson Initiative small entrepreneurship will satisfy the notification requirements. Notification must be provided to the certified entrepreneurship by the bidder in writing no less than five working days prior to the date of bid opening. Notification must include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact. If a certified Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship was not selected, the bidder must certify and maintain written justification of the selection process. The state reserves the right to request confirmation of this information at any time.

In the event questions arise after an award is made relative to the bidder's good faith efforts, the bidder will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the contractor did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

Contractors will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each. *(Agencies should indicate theirs specific requirement, i.e. where to send information and when - with bid, after clear lien, etc.)*

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII.Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII.Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>. The State requires competitive pricing, qualifications, and demonstrated competencies in the selection of contractors. If you are a Certified Small Entrepreneur (Hudson Initiative), Veteran Owned Small Entrepreneurs, or Service-Connected Disabled Veteran-Owned (Veteran Initiative) vendor, please state your Certification Number below.

Certification No./date of certification.: _____

	Part Name	Attributes	Qty	UOM
BASE MODEL	QSTAB8528+0-2T7.0K		1	ea
FRAME	AXLE - 7000# - TORSION - EZ LUBE HUBS - ELECTRIC BRAKES		2	ea
		GROUND CLEARANCE: STANDARD (APPROX. 14.25" - NO LOAD)		
	AXLE SPACING - SPREAD AXLE		1	ea
	ALL TUBE CONSTRUCTION		28	ft
	COUPLER - A-FRAME - 2-5/16" - 21,000#		1	ea
	CROSS MEMBERS - FLOOR - 16" O/C		28	ft
	CROSS MEMBERS - ROOF - 16" O/C - 1" X 3"		28	ft
	CROSS MEMBERS - WALL - CS - 16" O/C - 1" X 1.5"		28	ft
	CROSS MEMBERS - WALL - RS - 16" O/C - 2" X 2"		28	ft
	FLOOR DESIGN - FLAT		1	ea
	FRAME - 8"		28	ft
	FRAME - FULL PERIMETER - ALUMINUM		28	ft
	FRAME PROTECTION - SKID PLATES		1	pr
	FRAME PROTECTION - BOGEY WHEELS		1	pr
	FRONT DESIGN - FLAT		1	ea
	TANK - FUEL - DIESEL - 24 GALLON - END FILL - IN FRAME		1	ea
	JACK - TONGUE - ELECTRIC - 3500#		1	ea
	JACK - LEVELING SYSTEM - AUTOMATIC HYDRAULIC - FOUR POST - BUMPERPULL - 24000#		1	ea
		BLUETOOTH CAPABLE W/EQ SMART LEVEL APP		
		INCLUDES: (1)PAIR OF JACK FOOT PADS FOR REAR JACKS - SHIPPED LOOSE		
	JACK - STABILIZER - SCISSOR - 24" - 5000#		1	pr
		Location: REAR		
	TIRE/WHEEL - ST235/85R16/LRG - RADIAL ON ALUMINUM - W/STAINLESS STEEL LUGNUTS		4	ea
	SPARE TIRE/WHEEL - ST235/85R16/LRG - RADIAL ON ALUMINUM		1	ea
	SPARE TIRE MOUNT - EXTERIOR WALL - 8 LUG		1	ea
	TONGUE - EXTENDED TRIPLE TUBE - 12"		1	ea
	TRUCK PLUG - 7 WAY - BUMPER PULL		1	ea
EXTERIOR	EXTERIOR ALUMINUM - STANDARD COLOR		28	ft
		COLOR: POLAR WHITE		
	EXTERIOR CAULK - USED FOR WRAPPED TRAILERS		1	ea
	EXTERIOR FASTENER - SCREWLESS		28	ft
	EXTERIOR ALUMINUM THICKNESS - .040		28	ft
	FENDERETTES - AL		4	ea
	GRAVEL GUARD - ATP - 24" - WITH J RAIL		1	ea
	ROOF - ONE PIECE - ALUMINUM		28	ft
	TRIM - VERTICALS - FRONT & TOP RADIUS - STAINLESS STEEL W/ CAST CORNERS - POLISHED		1	ea
	TRIM - HEADER - REAR - COLOR MATCHED		1	ea
	TRIM - VERTICALS - REAR - COLOR MATCHED		1	ea
	TRIM - RUB RAIL - UPPER - ALUMINUM - 4"		28	ft
	TRIM - RUB RAIL - LOWER - ALUMINUM - 7"		28	ft
	DOT TAPE		28	ft
	VENT - ROOF - 12V		1	ea
		INCLUDES SWITCH		
		BATTERY NOT INCLUDED		
	WINDOW - SLIDER W/ SCREEN - 30"W X 22"H - CURBSIDE		1	ea
	WINDOW - SLIDER W/ SCREEN - 30"W X 22"H - ROADSIDE		1	ea
	SLIDE OUT - ABOVE FLOOR - 96"W - 30" TRAVEL - W/ TOPPER AWNING - WHITE - SATIN VINYL		1	ea
		REQUIRES: MINIMUM 7' INTERIOR HEIGHT		
		LOCATION: ROADSIDE		
DOORS	DOOR - REAR RAMP - PREMIUM - CONTINUOUS ALUMINUM HINGE - 2400# RATED MAX LOAC		1	ea
	RAMP DOOR EXTERIOR - REAR - COLOR MATCHED		1	ea
	TRANSITION FLAP - TPO - BLACK COIN - 16"L		1	ea
	RAMP DOOR FLOORING - REAR - TPO - BLACK COIN		1	ea
	DOOR LATCH - PADDLE - STAINLESS STEEL		1	pr
	DOOR - ENTRANCE - 405 SERIES - 36" X 78" - FMVSS LOCK		1	ea

	RIGHT HINGE		
INTERIOR	GAS SHOCK ON ENTRANCE DOOR	1	ea
	STEP - SLIDE IN/OUT - ALUMINUM - 36"	1	ea
	DOOR - FUEL - CAST ALUMINUM - LOCKABLE	1	ea
	INTERIOR HEIGHT - 8.0'	28	ft
	COUNTERTOP - ALUMINUM - FLIP UP - 72"W X 24"D	4	ea
	INTERIOR CEILING - SCREWLESS ALUMINUM	28	ft
	COVE COLOR: POLAR WHITE		
	CEILING COLOR: POLAR WHITE (STANDARD)		
	SPRING BOX COLOR: POLAR WHITE		
	INSULATION - CEILING - CLOSED CELL - R-18.5	28	ft
	(2) LAYERS OF 1" CLOSED CELL FOAM INSULATION BETWEEN ROOF CROSS MEMBERS (R-11)		
	1" CLOSED CELL FOAM INSULATION INSTALLED OVER TOP OF ROOF CROSS MEMBERS (R-6.5)		
	3/8" PLYWOOD INSTALLED OVER TOP OF SECOND LAYER (R-1)		
	INTERIOR CEILING INSTALLED OVER TOP OF 3/8" PLYWOOD		
	INTERIOR WALLS - SCREWLESS ALUMINUM - OVER PLYWOOD - 3/8"	28	ft
	WALL COLOR: POLAR WHITE (STANDARD)		
	INSULATION - WALLS - CLOSED CELL - R-13	28	ft
	(1) LAYER 1" CLOSED CELL FOAM INSULATION BETWEEN WALL CROSS MEMBERS (R-5.5)		
	1" CLOSED CELL FOAM INSULATION INSTALLED OVER TOP OF WALL CROSS MEMBERS (R-6.5)		
	REQUIRES PLYWOOD WALL COVERING (R-1)		
ELECTRICAL	FLOORING - TPO - BLACK COIN	28	ft
	FIRE EXTINGUISHER - 2.5# BC	2	ea
	SMOKE DETECTOR	1	ea
	CO DETECTOR	1	ea
	D-RINGS - 5000# - RECESSED	6	ea
	WHEEL BOX - SMOOTH AL	2	ea
	BATTERY - 12V AGM (930 CA, 775 CCA)	1	ea
	ISOLATED TO GENERATOR ONLY		
	BREAKER BOX - 50 AMP	1	ea
	6 SPACE, 12 CIRCUIT PANEL		
	50 AMP MAIN BREAKER		
	BATTERY BOX - IN-FLOOR - HOLDS UP TO 3 BATTERIES	1	ea
	BATTERY - 12V AGM (930 CA, 775 CCA)	2	ea
	SWITCH - POWER CUT-OFF - MANUAL - 12V	1	ea
	CONVERTER - 55 AMP WITH BATTERY CHARGER	1	ea
	INCLUDES: 15A RECEPT - DEDICATED - 120V		
	POWER INLET - MOTORBASE - 50A - W/ SHORE CORD - 25'	1	ea
	LIGHT - CLEARANCE - LED - 12V - AMBER - LOWER	4	ea
	LIGHT - CLEARANCE - LED - 12V - AMBER - UPPER	4	ea
	LIGHT - CLEARANCE - LED - 12V - RED - LOWER	2	ea
	LIGHT - CLEARANCE - LED - 12V - RED - UPPER	7	ea
	LIGHT - TAILLIGHT - SLIMLINE - LED - 12V - RED	1	pr
	RECEPT - EXTERIOR - 120V - 15A - GFI PROTECTED	1	ea
	RECEPT - INTERIOR - 120V - 15A - USB	16	ea
	GFCI PROTECTED WHERE REQUIRED BY CODE		
	INCLUDES: 2 USB CHARGING PORTS		
	LIGHT - RECTANGULAR - LED - 14" - 12V - SURFACE MOUNT	14	ea
	LIGHT - RECTANGULAR - LED - 14" - 12V - SURFACE MOUNT	10	ea
	SWITCH - WALL - 3 WAY - 12V	1	pr
	USED FOR: LIGHT - RECTANGULAR - LED - 14" - 12V - SURFACE MOUNT		
	SWITCH - RELAY - 12V - 30A	1	ea
	(1) RELAY SWITCH REQUIRED WHEN OPTIONING MORE THAN (8) - 14" LED LIGHTS		
	GENERATOR - COMMERCIAL - 12.0 KW ONAN - DIESEL - (120V / 240V)	1	ea
	REMOTE START	1	ea
	FUEL GAUGE	1	ea
	INCLUDES: 1 - FOR GENERATOR		
	GENERATOR COMPARTMENT - TONGUE MOUNTED - ATP	1	ea
	EXPANDED METAL ON FLOOR OF COMPARTMENT		

INCLUDES 405 SERIES DOUBLE DOORS - VENTED GALVANIZED LINER FOR FRONT WALL OF TRAILER ONLY GEN BOX & DOORS BUILT TO FIT SPECIFIC SIZE OF GEN DOES NOT INCLUDE INSULATION		
TRANSFER SWITCH - AUTO - 50A	1	ea
SOLAR PANEL - 50W - ROOF MOUNTED	1	ea
INCLUDES: CHARGE CONTROLLER		
ELECTRONICS		
OUTLET - CAT 6 DATA - EXTERIOR TO INTERIOR	1	ea
HEATING & AIR CONDITIONING		
A/C - 15,000 BTU - LOW PROFILE - 10.5" - WHITE	2	ea
THERMOSTAT - A/C - MOUNTED TO WALL - WHITE	1	ea
CUSTOM OPTIONS		
Graphics Allowance - Full Wrap	1	ea
UNAPPROVED CUSTOM OPTIONS		
CABLE - 15' HDMI - INTERIOR TO INTERIOR - NO WALL PLATES	1	ea
DEALER NOTE: Smart board to Computer Mount Est. 15' cable No Face plates, but rubber grommet holes.		
DOOR - DOUBLE - REAR - 76"W X 82"H X 5"D - COMMERCIAL GLASS	1	ea
CLEAR ALUMINUM FINISH CLEAR PASS-THROUGH OPENING 65"W X 79"H, NOT INCLUDING HANDLES CLEAR UNINSULATED TEMPERED GLASS INCLUDES MS LOCK, PUSH/PULL HANDLE, CONCEALED OVERHEAD CLOSER & SWEEP INCLUDES WALL FRAMING FOR DOOR JAMB 5" DEPTH		
MONITOR MOUNT - ARTICULATING - UP TO 27" MONITOR - WITH KEYBOARD TRAY	1	ea
OUTLET - CAT 6 DATA - INTERIOR TO INTERIOR - DUAL PORT WALL PLATES	8	ea
OUTLET - CAT 6 DATA - INTERIOR TO INTERIOR - DUAL PORT WALL PLATES		
PATCH PANEL - 24 PORT - CAT6 - TRIPPLITE - WALL MOUNT	1	ea
* INCLUDES HINGED WALL MOUNT BRACKET*		
ROPE RING - 500# - SURFACE MOUNT	10	ea
SLIDE OUT - ABOVE FLOOR - 63"W - 30" TRAVEL - W/ TOPPER AWNING - WHITE - SATIN VINYL	1	ea
REQUIRES: MINIMUM 7' INTERIOR HEIGHT LOCATION: ROADSIDE		
TV MOUNT - WALL MOUNT - FIXED - BLACK - W/ TILTING CAPABILITY - 37" TO 80"	1	ea
ADJUSTMENTS		
Freight - LA		
Delivery Terms - FOB Destination		
Ship To Address: 516 Murray St, Alexandria, LA 71301		

ADVERTISMENT OF BID - CLTCC – Alexandria Campus 516 Murray Street, Alexandria LA 71301 is accepting sealed bids for trailer/mobile classroom. Bids will close on Tuesday, February 23, 2021 at 3 PM, mail or deliver bids to: 516 Murray St, Alexandria, LA 71301, Attention: Amanda Deshotel. Sealed bids will be opened on Wednesday, February 24, 2021 at 10 AM at CLTCC Alexandria Campus, 516 Murray Street, Alexandria. Please visit the LAPAC website for specs <http://wwwprd.doa.louisiana.gov>. BID # ALEX 21001. Campus contact 318.487.5443 ext. 6106 or amandadeshotel@cltcc.edu